Payroll Dialogue Minutes

February 6, 2008

1. **Standby Pay – Jeff**
   - Time outside regular work hours when employees are assigned to carry a cell phone or pager and are to come in if called. Employees are to refrain from any activity that would impair them from doing their job.
     - Standby Pay is part of the regular rate of pay under FLSA and so need to be included in calculations.
     - Hours on Standby are not part of hours worked.
     - If the employee is called back to work, their standby pay is not reduced; they get the same amount that they would have gotten if they had not been called back plus overtime for the hours worked.
   - Unit 1 – Blue Collar – Article VII, F.3.
     - A23 B/C Standby Pay $1.40 for each standby hour from the time they left work until they come back. Evenings, weekends, holidays – just pay A23 for the number of hours standing by.
   - Unit 3 – White Collar – Article VIII, N.3.
     - A19 Standby Pay (End shift to next) $16.00 flat rate for one night
     - A20 Standby Pay (Days off) $72.00 flat rate for weekend
     - No adjustment based on whether a 5/8 or 4/10 employee.
   - Unit 4 – P.D. – Chapter 7.8
   - Unit 6 – ATU – Article VIII, A.1.c.
   - Unit 7 – Trades & Crafts – Article VII, C.2.c.
     - A46 IBEW Standby $20.00 flat rate for one night
     - A47 IBEW Standby $112.00 flat rate for weekend
     - A60 IBEW Hol Standby $10.00 flat rate for regular holidays (8 hours standby)
     - A61 IBEW Spec Hol Standby $42.00 flat rate for special holidays - Christmas, Thanksgiving (24 hours standby)

2. **Salary Differential Pay - Steven**
   - Only for members of Unit 13, CFPEA - CFPEA MOU Article VIII, Section C. 4.
     - Supervisors need to make 10% more than their highest paid employee based on the base salary of each. (Leave payoffs and/or overtime can not be used in this calculation.)
     - Not considered base pay, and shall not be applied towards the calculation of leave benefit payouts, holiday payouts, life/disability compensation, or retirement calculations/benefits.
     - Expires every time supervisor receives a step increase. If it needs to continue, payroll clerk needs to contact payroll to add back on.
     - Ends when there is no longer a subordinate within 10% of the supervisor's salary. Payroll clerk needs to keep track of when this occurs or supervisor may owe money to the City. Create an EAF to terminate the premium pay.

3. **PeopleSoft Update – Dena**
   - Self Service features are planned to go live March 2008.

- All Employees will have the ability to look at or make changes to:
    - Personal Information
    - Home and Mailing Address
    - Phone Numbers
    - Email Addresses
    - Emergency Contacts
    - Marital Status
    - Name Change – change will not be permanent until employee provides copy of new Social Security Card to Personnel.
    - Ethnic Groups
    - View Paycheck – Most recent and past checks
    - Direct Deposit
    - Compensation History – View history of pay changes
    - W-4 Tax Information – changes to federal tax form
    - W-2 Reissue Request – Request a replacement W-2 electronically
- Training for payroll clerks and managers (or their designee) will occur in Council Chambers:
    - March 18, 2008 – 9:00 a.m.
    - March 18, 2008 – 10:30 a.m.
    - March 19, 2008 – 2:00 p.m.
    - Training at divisions will be arranged as needed.
- Open Door Days are being considered at City Hall and MSC for people who do not have regular computer access to look at/ update their information.

4. Prelist Cover Sheet – Dena
- It is very important that a Prelist Coversheet is filled out and attached to documents being sent over for payroll processing. This ensures that all documentation is processed on time.
- Download the form at http://www.fresno.gov/Staff/Payroll/Forms.htm.
- Also, make sure that Donated Time paperwork is in by 10 a.m. on payroll Monday.

5. W-2's and Garnishments – Mary Jane & Pauline
- Please make sure that when an employee moves they are filling out a yellow card (available from Central Printing) and it is being submitted to Personnel. Or once self service is available, please make sure they are changing their information online.
- This is very important to ensure that W-2's are going to the right location and that garnishment information is correct.

6. Question & Answer Session

Q – When do you need FLSA pay calculated and paid out to an employee? Is there a deadline?
A – FLSA adjustments are required if employees have any kind of premium pay and work more than 40 hours per week. The adjustment accomplishes the federal mandate that overtime hours be paid at one-and-a-half times the *regular rate of pay,* which includes the basic hourly rate and any premium pay. If you were unaware that you needed to do FLSA, you have to go back two years and make corrections. If you were aware that you needed to do FLSA and just didn't do it then you have to back three years.

Q – If you have direct deposit can you split the money amount to go to two different banks?

A – This is currently being tested in PeopleSoft. Once the self service portion of PeopleSoft goes live, employees will be able to change their direct deposit and be able to send it to multiple locations. The number of locations is currently being debated but will not be greater than 5.

Q – Do we still need to do forms for the FLSA? Wasn't it supposed to be in PeopleSoft by now?
A – Need to continue processing FLSA the same way. PeopleSoft is still being tested and is not ready to go live.

Q – Why don't the accruals for Kronos and PeopleSoft match?
A – Information in Kronos has to be loaded from PeopleSoft and does not always come over correctly. These instances are rare and in most cases Kronos and PSoft do match. The numbers in PeopleSoft are the ones to follow.

Q – Is Kronos going away?
A – PeopleSoft has something similar to Kronos for time tracking but is not ready for use. The final decision on which program will be used will come from the City Manager's Office.

Q – What would you say is the most important thing I need to know about payroll?
A – There is always help readily available if you have any questions.

Q – FMLA – If a pregnant woman puts in FMLA paperwork effective November through 6 - 8 weeks postpartum (Baby is due in June). Do Dr. Appointments for her pregnancy weekly/monthly have to be posted S01_K counting towards the 12 weeks allowed or can she use S01_A?
A – If FMLA leave is requested at the beginning of pregnancy, then all doctor appointments related to the pregnancy should be coded as S01_K. Mother or baby appointments after the conclusion of the FMLA period should be coded as S01_A Sick for Doctor, or S01_F Family Sick if the appointment is for the baby.

Q – In Kronos if my time off request is approved by my manager after I post the time on my timesheet as a pay code edit (they took too long to approve it), will that make a problem for payroll processing?
A – Yes, the leave time will be doubled, but this can be caught on the Not = 80 genie if more than 8 or 10 hours are reported in a day.

Q – Do temporary employees pay into social security and unemployment?
A – Yes. Temporary employees do not participate in the City Retirement plan, so they contribute to OASID instead. Unemployment is always an employer paid expense, the City pays unemployment insurance for all employees.

Q – How will the Microsoft Migration affect PeopleSoft Payroll or Kronos?
A – Should not be any effect but we will be testing to make sure.

Q – How does an employee make address and/or phone # changes? Is there a particular procedure?
A – Have the employee fill out the yellow card and send to Personnel. Once the new PeopleSoft self-service has gone live they can log onto a computer and make the change electronically.

Q – Are there any beginner/refresher training sessions available for payroll?
A – We are working on getting some online tutorials together.